



City of Hampton

*Official copy forwarded
to each department.*

*City Finance and Accounting
Procedures (FAPS) # 3

* Lost Payroll Checks

* Revision Date: 10/1/03

* Prepared By: _____

* Reviewed By: _____

* Approved By: _____

*City Manager's Approval (if applicable): _____

Subject: Lost Payroll Checks

Purpose: To establish procedures and timetable for requesting stop payment and reissue paychecks.

Authority: Director of Finance

Responsibility: Finance Department

Applicability: To all payroll checks.

PROCEDURE: The Finance Department mails paychecks three (3) USPS mail delivery days prior to payday, and three (3) USPS mail delivery days are necessary before the check can be considered as being delayed or lost. A stop payment and reissue check should be requested after the three (3) USPS delivery days have elapsed.

In no circumstances will requests be considered before Monday, and requests should be made by 12:00 noon or the issuance of a duplicate check can be delayed for another day.

The employee must personally complete an application for stop payment and reissue check in the Finance Department. This requirement cannot be overridden by the employee's department head.

The duplicate check will be processed as soon as possible and will be available for distribution no later than Friday or Monday, provided the check was requested by 12:00 noon on Thursday.

Timetable for requesting stop payment and reissue paycheck.

MONDAY-THURSDAY: (Request stop payment and reissued checks) Employee personally completes application for stop payment and reissued check by 12:00 noon in the Finance Department.

FRIDAY/MONDAY: (Reissued check available) Reissued checks will be processed as soon as possible, and the check will be available for distribution no later than Friday/Monday, provided the check(s) were requested by 12:00 noon Thursday.

THESE PROCEDURES SUPERSEDE ALL OTHER PROCEDURES ISSUED ON THE SAME SUBJECT.